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19 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH : Advisor for Management  
Personnel Director

SUBJECT : Request for Revision to T/O of Office of Scientific  
Intelligence

1. A careful review of the activities in the Office of Scientific Intelligence over the past six months indicates the need for certain revisions to the T/O, including a small increase in certain categories of personnel. The justification for the revisions and increase at this time is as follows:

a. In re-organizing its Staff units and certain Divisions on 29 December 1950 (subsequently confirmed by a revision in T/O promulgated by the Deputy for Administration on 20 February 1951), OSI attempted to meet its increasing responsibilities with a tighter organization and without an increase in T/O. It was hoped at that time that the difficulties in meeting office commitments could be resolved by closer staff supervision and resultant better utilization of personnel. This result has been achieved in part but unavoidable delays in critical operations continue to be encountered and these delays can be reduced to acceptable proportions only by an increase in personnel.

b. While OSI operations are not strictly comparable to those of any other office, OSI appears to have a smaller authorized T/O for the same type of operation than do the other offices where a general similarity exists.

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2. The specific units affected are:

a. Office of the Assistant Director:

(1) Administrative Officer:

The small administrative unit in OSI was established on 25 January 1949, at which time our over-all T/O was  with  positions for the administrative staff. Although there have been numerous increased responsibilities placed upon the Administrative Officer since that time, there has been no change in the T/O of the supporting staff. The changes recommended (Attachment A) provide for an increase in grade in the positions where increased responsibilities justify and an addition of two positions to provide urgently needed support.

(2) Planning Group:

A special project established on an inter-agency basis, with OSI charged with the role of coordinator and expediter, has been assigned to the Planning Group. This is a continuing long range project and goes beyond and is outside of the competence and interest of any single Division. The increase in T/O of the Planning Group required for this project is indicated in Attachment B.

b. Support Division:

(1) Information Branch:

The Information Branch performs vital functions (formerly performed on a smaller scale by the Requirements and Liaison Branch, P&P Staff, and the Information Control Section, Administrative Staff). The T/O authorized for the new Information Branch is actually less than the combined T/O's of the units

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it replaced even though these units were believed to be overloaded and under-staffed at the time of the change. It was hoped that by combining these units under the Support Division greater efficiency could be achieved, a certain amount of duplication eliminated, and increased output from fewer personnel thereby achieved. This has actually occurred and under the competent direction and unified control of the present incumbents the new unit has instituted some noteworthy changes which have materially increased the over-all output. At the same time, however, a substantial increase in responsibilities has been placed on the Branch. This includes programs for providing better guidance and direct support for collection activities, over-all supervision and guidance in working level liaison, a significant increase in information handling, sorting, screening, and routing as the substantive Divisions have grown and become more diversified, plus staff advisory and planning work of great importance to long range office and agency planning.

These activities are vital to OSI but cannot be met with the present T/O. A suggested revision is included therefore as Attachment C.

c. Substantive Divisions:

(1) The clerical support for the substantive Divisions is not uniform from Division to Division and is based largely on arbitrary estimates which were made before the Divisions were in full operation. As a result the number of slots in each Division and the specifications for clerical personnel to fill the various slots are both in need of revision. Corrective action in this respect is becoming increasingly

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urgent because of the backlog of clerical work of all types building up in the Divisions. While this is due in part to the critical shortage of clerical personnel throughout the Agency, it is apparent that even with all slots filled, the existing T/O is inadequate to accomplish the minimum needs of the Divisions.

(2) Biology Division - To date the Agronomy Branch of Biology Division has operated with a T/O of [ ] clerical. There is an urgent need for additional research in this field which warrants the addition of [ ] senior analyst at GS-12 and [ ] junior analyst at GS-9.

(3) Minor revisions are requested in the T/O's of certain Divisions. These require shifting slots but do not involve an increase in personnel.

(4) The changes noted in subparagraphs (1) - (3) above are outlined in Attachment D.

### 3. Over-all Summary:

	<u>Current T/O</u>	<u>New</u>	<u>Increase</u>
Professional			
Administrative			
Clerical			
IAC			
Totals			

(It will be noted that revisions to the present military personnel allocations for this office are included in the above summary for over-all accounting purposes. Justification for the military positions is covered in a separate memorandum to the Chief, Military Personnel Division.)

H. MARSHALL CHADWELL  
Assistant Director  
Scientific Intelligence

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-2-

Projects Branch (Cont)

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	Grade	Pos. No.	Changes
* Projects Officer	GS-13	<del>28</del>	GS-7
* <del>Asst</del> Projects Officer	GS-12	<del>15</del>	
* <del>Asst</del> Projects Officer	GS-11		new
* <del>Asst</del> Projects Officer	GS-9	<del>27</del>	
* Secretary Stenography	GS-5		new
* Clerk Stenographer	GS-4	<del>21</del>	

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TOTAL SUPPORT DIVISION 8-55-19-80  
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